

NOTICE TO CONSULTANTS

After several months of partnering with ACEC members, the Michigan Department of Transportation (MDOT) has completed a review of consultant prequalification classification requirements. Additionally, MDOT has identified every consultant whose prequalification request was denied or determined provisional, for the period October 2004 to present and is currently reevaluating the prequalification determinations against the new criteria.

As a result of our review, the following documents have been posted on this website under the Service Prequalification area for your information:

- Consultant Prequalification Changes, as of April 1, 2007
 - This document identifies specific changes made to the requirements for each classification, as well as names classifications in which there were no changes made.
- Consultant Prequalification Application Instructions (revised April 1, 2007)
 - This document provides instructions on completing the Consultant Prequalification Application as well as the full list of requirements by classification.
- Consultant Prequalification Application (revised April 1, 2007)
 - Please note that these forms will be required with *every submittal*; including requests for initial prequalification, renewals, and requests for new classifications.

Personalized letters were sent to all of MDOT's prequalified consultants on April 23, 2007, documenting annual/renewal dates as well as the process used to determine them. Any correspondence prior to these letters indicating your prequalification renewal/anniversary dates should be disregarded, as they may have changed.

The prequalification process requires submittal of a vendor's *general prequalification information*, annually on your renewal/anniversary month/day, and a full submittal of *classification specific information*, every six years, on your renewal/anniversary date.

As a result of coordinating the submittal dates, effective **May, 2008** all general/annual information must be received by our office annually by the month/day, of your renewal/anniversary date. For this first year of implementation, if the month/day of your renewal/anniversary date falls within 12 months of your last general information submittal, it must still be received by this date. Subsequent year submittals will be required annually, on your renewal/anniversary month/day. Failure to provide this information will result in prequalification expiration.

MDOT will not provide any reminder letters to consultants of their prequalification expiration date. If the required information is not received in our office on or before your prequalification expiration date, the consultant will be placed **immediately in expired status**, and will remain in expired status until the information has been received, reviewed and a prequalification determination made. Consultants in expired status will not be eligible for selection. In addition, if your company has been selected, but no contract or authorization has been executed, no further contractual actions may be taken until your company is in approved or provisional prequalification status.